

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal	F		210
Subject Title <b>Budget</b>	Adopted  10/27/97	Last Revised 9/24/07 7/27/15 7/25/16	Reviewed 10/17/05; 10/30/06; 9/24/07; 9/22/08; 7/27/09; 7/26/10; 8/22/11; 7/23/12; 7/22/13; 9/22/14; 7/27/15 7/25/16

### **POLICY**

#### **Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

#### **1.0 Budget**

This policy defines requirements for preparation and monitoring of The Right Door for Hope, Recovery and Wellness annual organizational budget.

#### **2.0 Annual Budget**

The Right Door for Hope, Recovery and Wellness Board shall annually approve a written organization operating budget for the year.

- 2.1 Budget development shall include reasonable projection of revenues and expenditures and comparison to historical performance as well as consideration of financial trends, challenges, and opportunities.
- 2.2 Input from organizations various stakeholders shall be included, as required.
- 2.3 Annual operating budget shall be approved by the Board, prior to the first day of The Right Door for Hope, Recovery and Wellness fiscal year.

#### **3.0 Carry Forward**

In accordance with the Mental Health Code section 330.1226 of PA 258 of 1974 as amended, The Right Door for Hope, Recovery and Wellness may carry forward up to five percent of their state authorized amount in excess of the operating budget.

#### **4.0 Monitoring**

The Right Door for Hope, Recovery and Wellness Board and leadership will regularly monitor its performance against budget.

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- 4.1 Monitoring shall include comparison of revenue and expenditures to annual approved budget.
- 4.2 Consideration of financial trends.
- 4.3 Consideration of emerging financial challenges and opportunities.
- 4.4 Comparison of revenue and expenditures in consideration of available management information data.

### **5.0 Use of Excess Funds**

It's in the intent of The Right Door for Hope, Recovery and Wellness to ensure that any identified excess funds are used to benefit priority populations, if and when excess funds exists.

### **6.0 Budget Amendments**

The Right Door for Hope, Recovery and Wellness Board shall amend its approved annual budget as necessary in order to assure:

- 6.1 Annual balanced budget;
- 6.2 Emergent business needs;
- 6.3 Financial solvency; and
- 6.4 Facilitation of ethical governance practices.

### **7.0 Reporting**

Financial budget information shall be regularly reported to The Right Door for Hope, Recovery and Wellness Board and personnel; persons served, as appropriate; MDHHS and PIHP as required; and other stakeholders as necessary.

### **References**

Mental Health Code 330.1226  
MDHHS General Fund Contract, Section 7.7.2 "Saving Carry Forward"  
CARF Standards Manual, Financial Planning and Management

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Melissa McKinstry, Board Chairperson	Date		